MEMORANDUM OF UNDERSTANDING

BETWEEN AND FOR

IBRARIANS GUILD, UNITED PUBLIC EMPLOYEES, LOCAL 390/400

AND

SAN FRANCISCO PUBLIC LIBRARY

DOCUMENTS DEPT.

OCT 31 1983

SAN FRANCISCO
PUBLIC LIBRARY

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1. PARTIES TO AGREEMENT

This Memorandum of Understanding is made and entered into between the San Francisco Public Library (hereinafter referred to as "Library") and the Librarians' Guild of the United Public Employees, Local 390/400 SEIU, AFL-CIO (hereinafter referred to as the "Guild").

2. RECOGNITION

The Library acknowledges that the Guild has been certified as the recognized employee representative, pursuant to the provisions as set forth in the City's Employee Relations Ordinance. The MOU shall apply to librarians working in the classifications 3630, 3632, 3634, and any other classifications added to the bargaining unit by the City (Employee Relations Divisions or the Civil Service Commission), and also any classifications already in the bargaining unit which may be employed by the Library during the term of this agreement.

3. SCOPE OF AGREEMENT

It is the intent and understanding of both the Library and the Guild that the scope of this MOU is confined to only those matters which are solely within the discretion of the Library. The Library does not intend nor attempt to bind any Board, Commission or Officer over which the Library has no jurisdiction to any provisions of this agreement. Provisions of the MOU which are in conflict with personnel policies and other directives and rules over which the Library does have jurisdiction to act shall prevail.

The Library and the Guild agree that each party enjoyed unlimited opportunity to submit proposals pursuant to applicable statutes and regulations and each agrees that the other shall not be required to meet and confer further during the effective dates of this MOU, except as specifically provided for elsewhere in this agreement.

4. DISCRIMINATION PROHIBITED

The Library and the Guild agree that no person employed or applying for employment shall in any way be discriminated against because of race, religion, sex, national origin, ethnicity, age, physical handicap, political affiliation, or sexual orientation, in accordance with rule 1.03 of the Civil Service Commission; nor shall any person be denied equal access to work assignments for any of the above discriminatory reasons provided he/she has the ability to do the job.

5. LIBRARY'S RESPONSIBILITY

The Guild recognizes that the Library has authority for the administration of the Library, including the establishment of work rules and regulations not inconsistent with the terms of this agreement.

In the exercise of this authority, the Library may adopt such rules and regulations as it deems necessary and, as they apply to employees represented by the Guild, these rules and regulations shall be limited only by the specific terms of this agreement.

6. INITIATION OF MEET AND CONFER

The Guild agrees to submit to the Library, no later than three (3) months before the expiration of this Memorandum of Understanding, its request for changes in the provisions of the Memorandum of Understanding.

7. SHOP STEWARDS AND GUILD REPRESENTATIVES

A. The Guild shall furnish the Library with a list of shop stewards in various work locations and on various work shifts and may make such amendments to this list as may be necessary.

The Guild and the Library agree that it is the responsibility of shop stewards to attempt to resolve grievances at the lowest possible level.

No employee or steward shall leave his work site to attend grievance procedures or to participate in other union business without the specific approval of his supervisor. At least 24 hours advance notice of such absence shall be furnished the supervisor except in the case of an extreme emergency, in which event, if in the judgment of the supervisor approval cannot be granted immediately to the shop steward to present a grievance during on-duty time, such approval shall be granted by the supervisor no later than the next working day from the date the shop steward was denied permission.

B. Employee organization business representatives of the Guild shall have the right to access at reasonable times to employee work areas for the processing of grievances after prior notification of the appropriate Chief or Coordinator. The processing of a grievance may take place during the employee's working time, but shall not disrupt library services to the public. Employee organization business representatives of the Guild shall also be provided access at reasonable times to employee work areas after receiving prior permission from one appropriate Chief or Coordinator.

C. Upon timely application by the Guild, one steward shall be permitted up to one hour of on-duty time per month to orient new employees on matters concerning employee rights under the provisions of applicable MOU's, and on other matters relating to their working conditions.

In the absence of the appropriate Chief or Coordinator, the work site supervisor shall be deemed to be acting in that capacity.

8. ORAL BOARDS

The Library agrees to recommend to the Civil Service Commission that:

a) The oral boards for Librarian I shall include Librarians II and III from the staff of the San Francisco Public Library and;

b) Promotional oral boards shall consist of professional librarians whose work includes recent supervision of the promotional level, and promotional oral boards shall include no San Francisco Public Library staff or their relations.

9. NOTIFICATION OF NEW LIBRARIANS I, LIBRARIANS II, AND LIBRARIANS III

The Library shall supply the Guild with a list of new employees by sending one copy of the Personnel Department Notes to the President of the Guild. These notes will contain the names, classifications, and worksites, and whether city-funded, or funded from other sources, of each new Librarian I, Librarian II and Librarian III. The Library shall supply the Guild with a list of resignations, retirements, transfers and promotions on a weekly basis in the Personnel Department Notes. The reason there is no cost to the Guild for this notification is that the Personnel Department Notes is published routinely by the Library.

10. DEPARTMENTAL PERSONNEL FILES

There shall be only one personnel file kept on an employee. That file is to be kept in the Personnel Department. Employees shall have the right to review their personnel file at any time in the Personnel Office. A representative, chosen by the employee, may, at the employee's request, accompany the employee in this review, or the employee may give written permission to another person to review the file.

No new material shall be added to an employee's personnel file without prior notice to the employee and a copy given to him/her except for the following documents:

Attendance Records
Letters from and signed by the employee such as assignment requests, certification papers appointment papers
History Cards
School Records, College Diploma, Transcripts, Registration Forms, Certificates of Completion
Payroll Deductions signed by employee and Correction Notices
Retirement Contribution Notice (form)
Letters of Introduction to Department Head (Copy is given employee at time of hiring)
Change of name and address forms signed by employee
Request forms for: Leave, Transfer, Vacation, etc... signed by employee
Verification of previous employment
Notice of action by Civil Service Commission. These forms indicate employee has been notified
Reports of Industrial Injury.

All material in the file must be signed and dated by the author or person placing it in the file. The employee shall have the opportunity to sign, date, and attach a response to all material in the official personnel file related to the employee's performance.

An employee' signature on any piece of material shall indicate that he/she has read the material and has received a copy of it. The employee may, after one year or more, request the City Librarian to review and remove any derogatory material from his/her file.

11. DEPARTMENTAL PERSONNEL RULES

The Guild shall be given 10 days written prior notice of the intent to amend personnel rules, and shall notify the Library in writing within 30 calendar days of receipt of such notification, whether it desires to meet and confer. The Library and the Guild agree to meet and confer in good faith. All Library rules shall be distributed to each employee and made readily accessible by the Library in every department and branch.

For informational purposes only, personnel rules are set forth in full as Appendix A of this agreement.

12. EVALUATION

Any change in departmental evaluation procedures and forms in the Library shall be subject to the meet and confer process. Such changes shall be conspicuously posted and distributed to each employee.

13. RECLASSIFICATION

The Library and the Guild agree to meet and discuss proposals by either party for reclassification, establishment of new classes, or abolishing obsolete classes covered by this agreement. The Library has recommended to the Civil Service Commission the establishment of the class Librarian IV. The City Librarian will write to the General Manager, Personnel, reminding him of the Library's recommendation and asking for a response and an opportunity to discuss the recommendation.

14. TRANSFER PROCEDURE

All librarian job vacancies to be filled shall be announced in the Library's Personnel Notes. Any Librarian meeting Civil Service requirements may apply for any given position and the procedures set forth herein will be followed in announcing positions, in selecting applicants, in involving immediate supervisors, and in maintaining personnel files. A staffing table depicting the current distribution of positions in the Library shall be displayed in the Personnel Office. The Guild agrees to produce a replica of the updated staffing table and to distribute it to all employees and worksites. The Library agrees to announce amendments to the staffing table in the Personnel Notes.

A. Voluntary Transfer Procedures

1. The Personnel Office shall maintain a file of names of librarians actively interested in transferring to any position in which they are interested. This transfer file shall be used in conjunction with the bid system and as an aid in contacting librarians on leave or vacation when a position they have requested becomes vacant. The file shall be cross-indexed by position and by librarians' names. It shall be the responsibility of the individual librarian to notify the Personnel Department of any changes to be made in this file.

2. Announcements of all positions to be filled shall be made in the Personnel Notes within two weeks of the action creating the vacancies. Announcements shall include the following: Civil Service classifications required, worksite, age level to be served, work shift, and any other unusual characteristics of the position. Applications shall be made in writing to the Personnel Office by the closing date of the announcement. Librarians in the transfer file need not reapply for an announced position unless they wish to add information to their original request. Indication of willingness to alter reduced work schedule should be included in the application, such indication to be considered as a request to the appointing officer for approval.

3. The Library shall make a selection within four weeks of the closing date for applications. Before selection is made the Departmental Personnel Office shall conduct a joint consultation with the supervisor of the vacant position and the appropriate Chief and/or Coordinator. Whenever possible, the selected librarian shall receive at least one week's notice of the date for reporting to the new assignment. After the appointee is notified , unsuccessful applicants shall be notifed by telephone within 24 hours, and shall be notifed in writing within 48 hours, and shall be informed that, if they wish to be apprised of the reasons why they were not selected for the position, they should contact a member of the Placement Committee.

B. Involuntary Transfer Procesures

In the event that the Library perceives the need to transfer a librarian who has not requested a transfer, or if no one applies for an advertised position, the Placement Committee shall make an appointment, with the supervisor of the vacant position consulted in the selection process. In making such an appointment, the Placement Committee will consult the librarian about the transfer at least one week prior to the transfer and explain the reasons for the new assignments. The transferee has the right to enter into his/her personnel file a statement that he/she considers this an involuntary transfer. Such statements shall be taken into consideration to minimize further involuntary transfers of the individual. Copies of these statements will also be maintained in the personnel transfer file.

C. Appeals

An unsuccessful applicant or a person transferred involuntarily has the right of appeal to the City Librarian. Written notice requesting a hearing of the appeal must be filed in the City Librarian's office within five working days of the notification of the Placement Committee Action. A hearing will be scheduled within 5 working days of receipt of the appeal. At the hearing the employee may be represented or accompanied by a person of his/her choice. The successful applicant shall be notified of the appeal and shall also have the right to appear before the City Librarian to argue his/her case. Library employees not otherwise involved in the appeal, but

*whether fulltime or part-time

having special knowledge of the circumstances, may testify as to those circumstances. If the City Librarian is unable to reach a decision, senority shall be used to break the tie. For this purpose senority shall be defined as follows: Senority is determined by the beginning date of employment as a professional librarian with the Library, whether temporary or permanent. The City Librarian will issue a written finding on the appeal within five working days of the hearing. A finding by the City Librarian may sustain, reverse or modify the original action of the Placement Committee. Any action by the Placement Committee which is under appeal shall take effect only after the written finding is issued.

15. CONDUCT AND DISCIPLINE

The Library may establish reasonable rules and regulations concerning the conduct and discipline of the classes covered by this agreement. The Guild shall be given prior notice of the intent to establish such rules and regulations and shall be afforded an opportunity to meet and confer on the formulation and any future modification of these rules and regulations. The rules and regulations, once mutually agreed upon, shall be distributed to each employee and made readily accessible by the Library at every department and branch.

16. EMERGENCY PROCEDURES

The Guild shall be given written notice by the Library of its intent to amend emergency procedures, and shall notify the Library in writing within 30 calendar days of receipt of such notification whether it desires to meet and confer on the effects of said amendment on employees. The Library and the Guild agree to meet and confer in good faith. All emergency procedures shall be made readily accessible by the Library in every department and branch, and shall be part of the official Manual. Copies of the summary shall be distributed to each employee.

For informational purposes only the summary is attached to this MOU as Appendix B.

17. REBUTTAL TO REPRIMAND

Upon receiving a written reprimand and within 30 days of its being placed in the employee's personnel file, an employee may submit a rebuttal to the reprimand and together they shall be included in both the employee's and the supervisor's file.

18. PROFESSIONAL DEVELOPMENT

1. The Library agrees to appoint a five-person Development Planning Committee, under the direction of a committee chair designated by the City Librarian, which will meet monthly to plan, help implement and publicize a regular staff development training program for fulltime librarians. One member of the Committee shall be a representative of the Guild. The Guild shall submit a list of 5 names from which the City Librarian shall select a second Guild representative.

The Staff Development Planning Committee shall plan and help implement an orientation program for new fulltime librarians which may include, among other things, work experience in main subject departments, a branch, technical services, BARC, and the Business Library to be completed within the first six months of service.

The Staff Development Planning Committee shall establish, in cooperation with the San Francisco Civil Service College, an ongoing supervisory training course, which shall be made available on library time for staff members promoted to supervisory positions.

2. The Library agrees to charge the Educational Opportunities Committee with the development of a policy for staff attendance at seminars, workshops and conferences, and for reimbursement of costs or partial costs for attendance. The Library also agrees to publicize this policy and to encourage staff participation in such programs. One member of the Committee shall be a representative of the Guild.

The Library agrees to publish annually a report on the actual disbursement of funds for attendance at seminars, workshops and conferences.

19. JOB SHARING

When appropriate, the Library may implement job sharing.

20. SUBSTITUTES

Library agrees to recommend to Civil Service that a list of librarians meeting Civil Service Commission requirements be established and maintained for the purpose of replacing staff during vacation, sick leave, or other authorized absence. The Library agrees to include in its highest incremental budget request sufficient funding to cover a substitute pool, not to exceed $100,000.

21. WORK SCHEDULES LESS THAN 40 HOURS A WEEK

In conformity with the provisions of the Salary Standardization Ordinance and the MOU between the City and the SEIU Locals 250, 390/400 and 535, the Library may approve requests from librarians to work fewer than 40 hours a week. Librarians volunteering to reduce their work week will continue on such reduced schedules through the end of the fiscal year.

Librarians will notify the Library in May on forms provided by the Library of their intentions to begin their reduced work week schedules, to continue or modify existing reduced work week schedules, or they will be returned to regular 40-hour work weeks.

For fulltime employees who voluntarily reduce their work schedules, all holidays will be prorated in accordance with Section VI.F of the Salary Standardization Ordinance, which reads, "Holiday based upon the ratio of 1/10 of the total hours regularly worked in a bi-weekly pay period." Regularly worked hours will be based on the RWS agreement signed by the employee.

Employees shall have the option of requesting from the appointing officer approval to alter their reduced work schedules in order to be considered for promotion or change of assignment.

The Library agrees to request from the Controller sufficient salary funds to pay reduced work week library employees cash for time worked in excess of his/her reduced work week schedule up to 40 hours, provided however that reduced work week employees may, at their option, receive payment in cash or compensatory straight time up to 40 hours.

The Library shall adjust pro-rated holidays to reflect actual hours worked up to 40 hours per week or 2080 hours per year.

22. LEAVES OF ABSENCE

Consistent with the requirements of the operation of the Library, personal leaves of absence may be granted in conformity with the provisions of Civil Service Rule 22. provided that, when needed, substitute librarians can be obtained.

23. LIBRARY COMMISSION MEETINGS

The Guild has the right to request a place on the agenda of the Library Commission meeting whenever the Guild wishes to appear before the Commission.

The Library will meet with at least two (2) members of the Guild Executive Board prior to the regular Tuesday meeting of the Library Commission for a briefing on agenda items of a mutual concern.

The Library also recognizes the Guild's right to ask for a special order of business to take up an agenda item out of sequence of any regular Library Commission meeting.

24. MINIMUM STAFFING

The Library has established minimum staffing of two staff members of each branch on each floor. A librarian should be on duty during all public service hours. In the event that the minimum staff is not available at the branches, the affected agency will not be open to the public and staff present will continue to work at their regular work station or will be reassigned.

The Main Library will be open to the public provided there is a minimum of 36 staff members on duty. If the number falls below 36 there will be a proportionate reduction in the number of departments open to the public. Staff present will continue to work at their regular work station or will be reassigned.

The staff schedule for each Main Library department is available in each department. Copies of these schedules for Saturday will be available in the General Reference Department by noon on Friday. This list will include the name of the Acting Chief of Main. No staff member below Librarian III will be scheduled as Acting Chief of Main. Persons in charge of each public service department will be responsible for reporting any absentees to the designated Chief of Main.

In the branches, when minimum staffing is not available, the staff member who reports to work will notify the cluster head. If the cluster head does not have sufficient staff available to meet the minimum staffing, the cluster head will notify the designated Chief of Branches who will determine if other staff can be reassigned.

25. PARTICIPATION ON LIBRARY COMMITTEES

The Library agrees that volunteers will be used on library committees to the maximum possible extent, and committee members will not be required to serve on the same committee for more than one year. However, certain job assignments are understood to include continued membership on specific committees. Committees being formed by Chiefs, Coordinators or line supervisors shall be advertised so that staff members may volunteer for service on those committees.

26. PREPARATION TIME

The Library agrees to allow reasonable paid preparation time before programs in which the librarian is participating substantially; the actual amount of time shall be agreed upon by the librarian preparing the program and the supervisor.

The Library agrees that reading or writing which is assigned or required shall be done on paid time.

27. TIME OFF FOR VOTING

An employee in the bargaining unit seeking time off to vote, pursuant to State Election Code 14350, shall inform his or her supervisor of the need for the requested time off and the length of time required. The supervisor shall inform the Chief Librarian of all such requests. If the Chief Librarian determines that coordination of such requests is necessary, the Guild and the Library shall adopt a mutually agreeable leave schedule.

It is the intent of this provision that these requests shall be granted and that only reasonable time for voting shall be taken.

28. DELIVERY OF PAYCHECKS

The Secretary to the Library Commission shall be responsible for the delivery of paychecks to the work sites. As soon as they are available from the controller, all pay checks will be processed for distribution and delivered to the work sites. Permanent checks shall be delivered not later than the first day of the following pay period, provided that the checks are received at the library by 9:00 a.m. of that day. Temporary checks shall be delivered not later than the last day of the following pay period, provided that the checks are received at the Library by 3:00 p.m. of the preceding day.

29. CIVIL SERVICE RULES/SALARY STANDARDIZATION ORDINANCE

The Library agrees to request from the Civil Service Commission or the Board of Supervisors sufficient current copies of the Civil Service Rules and the Salary Standardization Ordinance to place at the following work sites: Personnel Office, Science and Documents Department, History and Social Science Department, Business Library, General Reference Department, and at each branch.

The Library agrees to request from the Board of Supervisors sufficient copies of the Charter, San Francisco Administrative Code, and the Annual Salary Ordinance to be placed at the following work sites: Personnel Office, Science and Documents Department, History and Social Science Department, Business Library, General Reference, Catalog Department; Chinatown, Excelsior, Marina, Mission, Ortega, Richmond, Sunset, West Portal branches, and Visitacion Valley Reading Center. Fifteen sets of these items are to be provided to the Library at no cost by the Board of Supervisors in accordance with Section 10 of the City/SEIU MOU.

30. BULLETIN BOARDS AND OFFICIAL ANNOUNCEMENTS

Reasonable space may be allowed where there are existing bulletin boards, binders, clip boards, or folders usually used for bringing notices to staff's attention for use by the Guild. Materials shall be posted upon the bulletin board space as designated, and not upon walls, doors, windows, or any other place. Posted material shall not be of a partisan political nature, nor shall it pertain to public issues which do not involve the City or its relations with employees. All posted material shall be dated, shall bear the identity of the sponsor, shall be neatly displayed, and shall be removed as soon as possible when no longer timely. The City Librarian may withdraw the authority to use bulletin board space if material is posted on other than authorized bulletin boards, or is not in compliance with this section.

The Staff Announcements section of the Personnel Office Notes shall be available for announcements of Guild meetings and events. This section shall be published regularly on the second and fourth Fridays of each month. Deadline for items to be published will be the preceding Wednesday morning at 9:00 a.m.

Distribution of Guild and/or CSA Local 400 literature and materials through intra-office (within the Library system) mail shall be permitted. Such literature and materials shall not be of a partisan political nature, nor shall it pertain to public issues which do not involve the City or its relations with employees. All such material and literature shall be dated and shall bear the identity of the sponsor. The Library may withdraw the authority to distribute such literature and material through intra-office mail if not in compliance with this section.

31. STAFF LOUNGES

The Library agrees that adequate staff lounges for the Main Library and the branches are desirable, and shall actively seek additional space and funds so that such lounges can be provided.

Areas currently designated as staff lounges shall remain as such and only with the approval of the appropriate chief shall such areas be used for other purposes.

32. HEALTH AND SAFETY

The Library shall conform to California Occupational Health and Safety Administration standards of health and safety in accordance with City policy.

The Library agrees to comply with the provisions of the City-wide MOU (Section 32). The City Librarian shall establish a departmental safety committee, not to exceed 7 in number. Two members shall be designated by the Guild. The City Librarian shall designate representatives from other staff groups, including paraprofessional/clerical,custodial, and management.

33. COST ITEMS CONSIDERATION

Guild proposals which are considered cost items shall not be negotiated during the regular period designated for negotiation of items for the MOU. They shall be presented to the Library by February 15 and shall be discussed in the context of the Library's preliminary budget at a meeting between the Library and the Guild prior to submission of the Library's budget proposal to the budget committee of the Library Commission.

34. MANDATORY PROVISIONS

Administrative Code Section 16.215 (Employer-Employee Relations Ordinance) is made a part hereof and is incorporated by reference herein.

35. GRIEVANCE PROCEDURE

A. Non-compliance

If either party in this MOU should claim that the other party is in non-compliance with any term of the agreement, a notice of non-compliance stating the relevant section of the MOU and the exact nature of the alleged non-compliance shall be directed either to the President of the Librarians' Guild or to the City Librarian. Within 10 business days of receipt of the notice, the party in alleged non-compliance shall respond in writing stating either disagreement with the interpretation of the MOU or reasons for non-compliance.

If the response is not satisfactory to the complaining party, it may make use of the grievance procedure set forth in Civil Service Rule 34.

B. Definitions

For all branch personnel, the immediate supervisor shall be the branch head, and the intermediate supervisor shall be the Chief of Branches. For all branch heads and administrative assistants, the immediate supervisor shall be the Chief of Branches, and the next level of supervision shall be the City Librarian/Appointing Officer.

For all Main Library personnel, the immediate supervisor shall be the Department Head, and the intermediate supervisor shall be the Chief of Main. For all Department Heads and administrative assistants, the immediate supervisor shall be the Chief of Main, and the next level of supervision shall be the City Librarian/Appointing Officer.

For all Technical Service personnel, the immediate supervisor shall be the Department Head, and the next level of supervision shall be the City Librarian/Appointing Officer. For the Department Heads, the immediate supervisor shall be the City Librarian/Appointing Officer.

For all floaters, the immediate and intermediate supervisors shall be as above according to the employee's assignment at the time of the grievance.

For all administrative assistants to staff officers or project heads, the immediate supervisor shall be the appropriate staff officer or project head and the next level of supervision shall be the City Librarian/Appointing Officer.

36. REPRODUCTION AND DISTRIBUTION OF THE MEMORANDUM

The Guild shall publish and distribute the text of the MOU to each librarian. The Library shall purchase no fewer than 50 and not more than 500 copies from the Guild at a price not to exceed $9.95 per copy.

37. VOLUNTEERS

In the event that the Library perceives the need to use volunteer workers in any of its agencies, the Librarians' Guild shall be afforded the opportunity to meet and consult on procedures for establishing and maintaining a volunteer work force.

38. ALTERNATIVE AGENCIES

In the event that the Library perceives the need to establish reading centers, paired branches, or other modifications of existing agencies, the Librarians' Guild shall be afforded an opportunity to meet and confer on working conditions for employees assigned to those alternative agencies.

39. EXCHANGE PROGRAM

The Library agrees that the establishment of an exchange program for librarians would be in the best interest of both parties to this MOU. The Library and the Guild agree to request jointly within 2 months from the effective date of this MOU that the Civil Service Commission take all actions necessary to allow the Library and the Guild to implement such a program.

40. SECURITY

The Library agrees to conduct a comprehensive review of its security policies and procedures, and to meet and consult with the Guild Security Committee. The policy, once determined, shall, for informational purposes only, be appended to this MOU. as Appendix C.

41. FLEXIBLE SCHEDULING

In conformity with the Salary Standardization Ordinance, the Library may approve requests from librarians to work 40 hours per week over four, five, or six days. The Library's objective of public service must be maintained, and therefore approval of such requests are subject to maintaining the good of the service.

42. SAVINGS CLAUSE

Should any part hereof or any provisions herein be declared invalid by reason of conflicting with a Charter provision or existing ordinance, rules or policies which supersede the Library's authority or be declared invalid by a court of competent jurisdiction, such invalidation of such part or portion of this Memorandum of Understanding shall not invalidate the remaining portions hereof and the remaining portions hereof shall remain in full force and effect for the duration of the Memorandum of Understanding.

43. DURATION OF AGREEMENT

The provisions of this Memorandum of Understanding shall be in effect from July 1, 1983, through June 30, 1985. Upon mutual agreement one or more of the provisions may be amended during the life of the MOU.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding this 19th day of July, 1983.

FOR THE GUILD:

Paul Varacalli, Executive Director
Local 390/400

Luisa Blue, President
Local 400

Vernice Womack, Business Representative
Local 390/400

Katharine Gilmartin

Sally Houston

Joan Jackson

Florence Mitchell

Anne Roughton

Renee Tarshis

FOR THE LIBRARY:

John C. Frantz
City Librarian

David Murphy
Library Personnel Officer

William Ramirez
Chief, Main Library

Karen Scannell
Chief, Branches

Reviewed by:

Milton H. Mares, Chief Labor Negotiator
Employee Relations Division

Approved as to form:

George P. Agnost
City Attorney

by

APPENDIX A

SAN FRANCISCO PUBLIC LIBRARY

PERSONNEL RULES

Effective August 31, 1981

SAN FRANCISCO PUBLIC LIBRARY PERSONNEL RULES

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SAN FRANCISCO PUBLIC LIBRARY PERSONNEL RULES

1. FIRST DAY WORKED

Before going to the assigned work site, a new staff member must report directly to the Library Personnel Office on the third floor of the Main Library. At that time, the new employee will submit Civil Service certification forms and will complete application and emergency address forms. Also the new employee will be given a handbook and brief explanation of Civil Service regulations.

2. WORK SCHEDULES

Staff members may be required to work nights and/or weekends. The work schedule is established by the supervisor and may not be changed without the prior approval of the supervisor. Staff members working six hours or longer will have an unpaid break for a meal. No break time may be taken at the beginning or the end of the shift. Break time will be scheduled by the supervisor with consideration for public services. Supervisors must report time actually worked and staff members are paid accordingly. Staff members must report to the work station ready to work at the beginning of the assigned work schedule. Permission to make up time missed from work is subject to the approval of the supervisor, but not to exceed 40 hours in a work week. Staff members who are chronically late (3 times or more in a pay period) will be subject to disciplinary action as set forth in the Library's disciplinary code. Staff members' time is reported to the Personnel Office on either time sheets or time cards. The method of reporting is chosen by the supervisor with the approval of the Chief Librarian in the Main and Technical Services. If changes of reported time must be made by the Personnel Office, a photocopy of the amended time sheet will be made and forwarded to the work supervisor as soon as the Personnel Office has completed the time rolls.

3. PERSONAL BUSINESS

Staff members may not conduct personal business of any sort during work hours. Nor may staff members have friends and relatives visit them in restricted work areas.

4. TELEPHONES

When receiving calls, staff members shall answer promptly and courteously saying, "Public Library" and then identifying the Department, Branch or Office. When making business calls, be as brief as possible. Staff members must not use Library telephones for personal business.

The public may use the Library's telephones only in emergencies as determined by the supervising librarian.

5. IDENTIFICATION

All staff members except appointed officers must wear identification badges at all times when on duty in the Library. Badges are issued at the time of employment. Staff members are required to pay for the replacement of a lost badge. Staff members are not required to give their names to patrons. When badges are provided, staff members must identify themselves by badge number.

6. PERSONAL BELONGINGS

The Library is a public building and employees are advised not to keep personal belongings in their desks or offices. Special attention should be given to the safety of the staff member's handbag, wallet, and other personal belongings at all times. Staff members may obtain locker assignments from Branch or Department Heads or the Personnel Office when empty lockers are available.

7. TIME CARDS

Staff members must not punch other staff members' time cards. Staff members who do so may be subject to dismissal. Only supervisors may write on time cards. Staff members who fail to punch out or in must take their time cards to their supervisor for correction and initialing.

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8. SAFETY

Unsafe conditions shall be reported to the supervisor. For safety reasons only, (it is not the intention to establish a dress code) clothing shall be worn which is appropriate to the type of work being performed. This includes wearing appropriate shoes at all times. Staff members may not engage in any activity, such as horseplay, that might result in injury.

9. OFF-DUTY STAFF

Off-duty staff members must not interfere with the work of staff members who are on duty.

10. EATING

Eating, drinking and smoking by staff members are not permitted in the public areas of the Library.

11. ABSENCES

When illness or other emergencies necessitate absence(s) from work, the staff members must notify their supervisors by the beginning of the shift of the first day of absence. The staff members must tell their supervisors the reason for the absence and the anticipated duration of absence. The staff members must keep their supervisors informed of any change. Absence without notification and approval may be considered cause for disciplinary action. Staff members who are unable to contact their supervisors must notify the Library Personnel Office. If illness occurs during vacation, it can be charged to sick pay, provided that staff members present verification from their physicians that they were too ill to work.

Advance notification must be given and advance approval received from the supervisor for absences such as appointments with a doctor, or a dentist,

attending to personal matters, Civil Service matters, etc. Staff members absent for more than one day must call in daily unless (1) a Civil Service form covering the leave of absence has been approved by the Library Personnel Office or, (2) the staff member's supervisor excuses the daily call-in when it is anticipated that the absence will continue more than two and fewer than five days. If an emergency makes it necessary for a staff member to leave the work site during scheduled hours, the staff member must give notification and obtain approval from the immediate supervisor or department head before leaving the work site.

12. VACATION SCHEDULES

Vacation and other time off must be scheduled with the staff member's supervisor and, in addition, in the Branches with the Cluster Head. When vacation schedules conflict, the staff member with the most seniority in the Library will be given preference. Once the vacation schedule for a particular work unit has been set and approved by the supervisor, staff members may not change their vacation time except with the advance permission of the supervisor and only when such change will not adversely affect other staff members' vacations or library service. If reassigned to another work site, staff members must notify the new supervisor immediately of their requested time off (such as vacation, floating holidays and compensatory time) and request the new supervisor's approval. Every effort will be made to honor previously approved vacation time. If such approval is not obtained in advance, previously approved time off may not be taken.

13A. LEAVES--JURY DUTY

At the end of each period served, the staff member must ask the jury clerk for a statement, if payment is to be made by the court. This statement

is to include the amount of money to be received for that jury duty period. The staff member must give the receipt to the supervisor so it may be attached to the time sheet, and the amount will be subsequently deducted from a pay check.

13B. LEAVES--ATTENDANCE AT CONFERENCES, WORKSHOPS, MEETINGS, ETC.

Staff members are encouraged to attend workshops, conferences and meetings which are related to their library positions. Approval to attend must be obtained in advance from the immediate supervisor and Chief or City Librarian. Once approval is given, if the workshop, conference or meeting falls within the staff member's scheduled work week, the supervisor will arrange for necessary coverage. When a workshop, etc. is scheduled outside the staff member's work schedule, the staff member will attend on her/his own time. In the case that the City Librarian requires a staff member to attend a workshop, etc. as the Library's representative, he may direct that the staff member's schedule be rearranged to incorporate the event within the work schedule for that period, or that compensatory time be provided.

Requests for payment of expenses must be made in advance to the Educational Opportunities Committee.

13C. LEAVES--RETURN FROM LEAVE

Staff members returning from unpaid leave must notify the Library Personnel Office as far in advance as possible of the date they will return to work. Staff members returning from disability and paid sick leave who have been under a physician's care will report to the supervisor with a written statement from the physician stating that they are physically able to return to work. This physician's statement need not be on the Civil Service form but must be attached thereto. The supervisor will forward this statement to the Library Personnel Office.

14A. PAY--CHECK DISTRIBUTION

Paychecks are sorted and delivered from the Secretary's Office to all work units. Undelivered checks will be returned to the Secretary's Office where they may be claimed in person. If staff members are going to be absent on payday, they must make appropriate arrangements with their

immediate supervisor or instruct the Secretary's Office in writing in advance as to the disposition of their checks. Staff members after receiving approval from their supervisors will be allowed to leave the work site to deposit their checks provided they work eight hours within nine.

Final paychecks will not be released until all Library property has been returned (this includes such items as keys, badges and staff library cards). Similarly staff members who go on leaves of absences without pay for more than one month must return such items to the Library Personnel Office where these items will be kept for the duration of the leave of absence. Questions regarding paychecks or salaries must be made immediately to the Personnel Office for clarification.

14B. PAY--OVERTIME

No overtime for pay may be worked without prior approval from the appropriate Chief Librarian, Department Personnel Officer, Coordinator, Secretary to the Library Commission or the City Librarian, who will clear funding with the Personnel Office.

14C. PAY--COMPENSATORY TIME

While attendance is encouraged at community meetings, neighborhood events, etc. there is concern that such attendance may result in the unnecessary accrual of overtime. Therefore, no overtime for compensatory time off may be worked without prior approval from the immediate supervisor and the appropriate Chief Librarian, Department Personnel Officer, Coordinator, Secretary to the Library Commission or the City Librarian. Exceptions may be allowed in emergency situations such as those that would result in a branch closing.

All compensatory time off must be scheduled in advance with the immediate supervisor. In the Branches, the supervisor will notify the appropriate Cluster Head. In the Main Library, the supervisor will notify the Chief of Main. Time taken without such advance approval will be without pay and will be considered absence without leave. Overtime used and overtime earned must be recorded on time sheets submitted to the Personnel Office. Overtime earned is to be reported at straight time rate; adjustments for time-and-a-half will be made in the Personnel Office.

15. PERSONNEL DEPARTMENT NOTES

At least two copies of the Personnel Department Notes will be sent to each branch or department. It is the responsibility of each branch or department head to post these Personnel Department Notes or otherwise make them available to all staff. These Personnel Department Notes contain information regarding new staff members, assignments, vacant positions, assignment requests, personnel rules, job opportunities and other personnel matters. Every effort will be made to assure that all SFPL job notices are received at least one week prior to closing date. The Personnel Department Notes are distributed two or three times each month.

Staff Members' Announcements will be distributed as a special section of the Personnel Department Notes. Any employee wishing to place a notice in this section should send the information to the Personnel Office. All notices must be signed by the contributor and are subject to approval by the City Librarian.

16. RIGHT TO PRIVACY

Each individual has the right to privacy and the Library Personnel Office attempts to protect this right. All requests for personal information about staff members such as telephone numbers, etc. must be referred to the Library Personnel Office. Messages will be accepted and referred to the staff member. The Personnel Office will not give out Library telephone numbers, work locations, home phone number, or home addresses. If the staff member cannot be reached, the Library Personnel Office will notify the caller that the message cannot be delivered at that time. The Library Personnel Office does verify the names and wages of staff members. Other information regarding staff will not be released without the staff member's written permission.

17. PERSONNEL FILE

A personnel file for each staff member is kept in the Personnel Office. This file is confidential. Access to the file is limited to the City Librarian, the appropriate Chief or Coordinator, the Department Personnel Office staff, and the staff member or the staff member's designated representative. The staff member's supervisor or department head may request and receive relevant information regarding the staff member's

educational background and experience. Staff members' home addresses will not be given out but home phone numbers will be made available to the staff members' supervisors unless staff members request in writing that their home phone numbers be kept confidential. Staff members may obtain single photocopies of up to six items in their file at no charge but additional photocopies will be at the staff members' expense. Photocopies of material from the personnel file will be made only by the Library Personnel Office staff. Files may be removed from the Library Personnel Office only for review in the City Librarian's Office or for the purpose of photocopying.

18. CHANGE OF ADDRESS/NAME

Staff members must immediately notify the Library Personnel Office in writing of any change in address and/or name.

19. CHECKING OUT LIBRARY MATERIALS

Staff members must properly check out all books and other Library-owned materials from the Library.

20. TRANSFERS OUT OF THE LIBRARY

If a staff member has obtained permission to transfer as provided by Civil Service rules or if she/he is certified from a list to a position outside the Library, the staff member must notify the supervisor as soon as possible in order to establish the effective date of transfer. See section 14A Check Distribution regarding final paycheck. A forwarding address must be given to the Library Personnel Office.

21. RESIGNATION

Resignation from the Library must be submitted on appropriate Civil Service forms to the Library Personnel Office. Advance notice of no less than two weeks is required. See section 14A Check Distribution regarding

final paycheck. A forwarding address must be given to the Library Personnel Office.

22. INFRACTIONS

Infractions of any of the Library Personnel Rules is cause for disciplinary action.

23. SAVINGS CLAUSE

Should any part hereof of any provisions herein be declared invalid by reason of conflicting with a Charter provision or existing ordinance, any Memorandum of Understanding agreed upon by the City Librarian, rules or policies which supercede the Library's authority or be declared invalid by a court of competent jurisdiction, such invalidation of such part or portion of this document shall not invalidate the remaining portions hereof, and the remaining portions hereof shall remain in full force and effect for the duration of the document.

In witness whereof, the parties hereto have executed these personnel rules this 27th day of January, 1982:

For the Guild:

Glenda Cooper

Sally V. Houston

For the Library:

APPENDIX B

EMERGENCY PROCEDURES SUMMARY

Bomb Threats

1. Get maximum information from caller.
2. Contact Police Department (#9-911) and immediately notify your supervisor.
3. Notify Library Administration. (Administration will make evacuation decision.)
4. If evacuation is ordered, follow the Library Evacuation Plan.

Drug & Psychiatric Emergencies

1. Try to divert person out of the department to a more private area.
2. Be alert to possibility of violence. If possible, a second staff member should call Library Guard. If Guard cannot be reached, call Police (#9-911).

Earthquake

1. Stay in building.
2. Take shelter under tables, desks, in doorways, halls or against inside walls.
3. Keep away from overhead fixtures, windows, mirrors, skylights, fallen electrical wires, filing cabinets, bookcases or objects that may fall over.
4. Evacuation may be ordered. If so, follow the Library Evacuation Plan.
5. Stay close to protection in case there are aftershocks.

Elevator Failure

1. Do not attempt to force open the doors.
2. If person is stranded, Library staff should give reassurance until help is secured. If stranded person is hurt, call the Fire Department (#9-911).
3. Call Engineer (#4510). (Nights and weekends, call General Reference for Engineer's whereabouts.)
4. If Engineer is not available, call Secretary's Office (#3031).
5. If you have trouble getting help, call Otis Elevator Emergency (421-7171).

Fire

Small Fire:
1. Use the nearest, appropriate fire extinguisher.
2. Call Fire Department to report your action.

Large Fire:
1. Call Fire Department (#9-911).
2. Evacuate immediate area.
3. Notify Library Administration.
4. Have someone meet firefighters at Library entrance.
5. If directed to evacuate the building, follow the Library Evacuation Plan.

Medical Problems Or Death

1. Call Emergency Medical Service immediately (#9-911).
2. One staff member should stay with the person, to provide reassurance and to keep people from crowding around.
3. Have someone meet the paramedics at Library entrance.
4. Notify Library Administration.

Power Failure

During Daylight:
1. Clear stacks and other dark areas.

During Evening (from Twilight on):
1. Evacuate the building, follow the Library Evacuation Plan.
2. Flashlights will be used to direct patrons to a central point at department exit door.
3. When power is restored, staff will return and patrons reenter.

FOR ALL THESE EMERGENCIES, SUBMIT AN INCIDENT REPORT TO THE CHIEF OF THE MAIN LIBRARY WITH A COPY TO THE SECRETARY OF THE LIBRARY COMMISSION.

Evacuation Procedure Summary

1. Signal to evacuate shall be a public announcement either via public address system or via department monitors.
2. Department monitors are to direct all patrons to proper exit. DO NOT USE ELEVATORS.
3. Monitors will ensure that no one remains in department. A designated staff member will take all deposited I.D.'s and distribute outside.
4. Staff will meet in Marshall Square and wait for further instructions.

APPENDIX C

SECURITY POLICY (Please Note)

Incomplete at the time of publication, and will be published at a later date.